Depositing Your Research on CLoK

Accessing CLoK

Visit http://clok.uclan.ac.uk/ or select CLoK in the university systems area on SharePoint.

Select 'Login' on the right-side menu bar and proceed to sign in using your UCLan credentials.

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Pre-Deposit Checks

Ensure the work you are depositing is not already on CLoK. Select 'Browse' on the right-hand menu bar then select browse by 'UCLan Author' then locate the authors name.

A list will appear of all the authors outputs deposited on CLoK.

BROWSE ITEMS

Items may be browsed by the following:

- Year
- Subject
- School
- UCLan Authors
- All Authors
- Research Group
- Publisher

Check if a DOI (Digital Object Identifier has been assigned to your output. If it has, please consult the guide 'Depositing on CLok with a DOI'

Creating a record on CLoK

After logging in to CLoK, select 'Manage deposit' in the lower right-side menu bar. Select 'New Item' once the page loads.

Item Type Page
Using the definitions provided, select the appropriate deposit type (tick the radar box) from the list of options.
Then Select 'Next'

Uploading Material
Select the 'choose file' link and browse and locate the required file from your PC.
If you want to, you can then add a description of the document and/or a licence. Don't worry about the document visibility or embargo date, the CLoK team will add these if they are required by the publisher
You can add multiple documents by repeating the steps above.

Details
The fields highlighted with a star show the minimum information you need to enter, but remember the more fields you can fill in the easier it will be for others to find your work
There is a question mark symbol next to every field which explains what you need to add.
On the 'Creators' field Use auto completion to enter UCLan authors - just type the first few letters of their surname and then choose the appropriate person from the list. This will ensure that CLoK knows they are UCLan staff and adds the publication to their staff profile.
If you do not have an 'ORCID Identifier' connected your CLoK account the field will be left blank on 'Auto-Fill'. Please visit the 'Manage ORCD Permissions tab on the lower right side menu bar after completing your deposit.
Select 'Next' when you have completed the page.

Subjects
Choose at least one subject heading from the list - there is a search facility if you know what you are looking for.

Funding
If your work has been externally funded, then enter as much information about the funder and grant as possible. This will help the Scholarly Communications team ensure you are compliant with any funder policies.

Depositing your Record
The last screen displays the CLoK deposit agreement - if you are happy with the terms of the agreement click 'Deposit Now' to complete the process. If you are unhappy with the terms or have any queries or worries, just click Save for later and drop us a line at clok@uclan.ac.uk.

What Happens Next

After you have deposited, we will:

- Check the metadata (descriptive information)
- Check all the links are working
- Check Sherpa Romeo for publisher Open Access policies
- Check compliance with funder and Research England open access policies

When we are done you will receive an email confirming your deposit is now live on CLoK.

Further Support

For further help and support, contact clok@uclan.ac.uk or call 01772 893936

UCLan operates an additional repository, UCLanData, for research data. If you would like to deposit the data which underpins your work then please contact rdmsupport@uclan.ac.uk

Scholarly Communications Unit

Research Services

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